How Do I Separate My Different Student Groups?

We all wear many hats at the university. There is an easy way to view your different groups in Mapworks and to help you keep them separated. You can also separate students based on risk level, survey responses, students you have viewed, as well as many other factors.

The **Search Tab** allows you to create a custom list of students to track and can be saved in the system. This will allow you to sort through all of the students you have access to and only see a specific group of students at a time.

A. Click on the **SEARCH** tab from any screen you are on in the system.

B. Once you are in the search tab, to find your specific student group, select **CUSTOM SEARCH**.

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C. Select **GROUPS** from the left navigation bar and search for your group name. Once you have selected your group, click **SEARCH**.

D. In addition to separating students by major, course sections, etc. there are numerous options for creating your own list from the box (shown above). You can select as many or as few of the options as you want. Some examples of ways you can list groups by include:

- Whether or not the student has taken the survey
- Whether or not you have viewed the student’s profile
- Sort by existing groups (such as by college, major, or UNIV 101 sections)
- Whether or not anyone has contacted the student in the system
- Student’s risk indicator

Remember that the more attributes that you select in your search, the smaller your results will be.

Once you have selected the groups you would like, click **SEARCH**. On the next screen you will be given the opportunity to name your search.